

# Montana AmeriCorps Fiscal Review Checklist



*Governor's Office of Community Service*

# Cover Sheet

**Program Name:** \_\_\_\_\_

**Legal Applicant:**\_\_\_\_\_

**Point of Contact:** \_\_\_\_\_

**Phone:**\_\_\_\_\_

**Email:** \_\_\_\_\_

**Grant Number:** \_\_\_\_\_

eGrant Application Number: \_\_\_\_\_

**Contract Number:** \_\_\_\_\_

**Employer ID Number:**\_\_\_\_\_

**Grant Type:** \_\_\_\_\_ Competitive \_\_\_\_\_ Formula \_\_\_\_\_ Planning

CNS Grant Amount: \$\_\_\_\_\_

**Grantee Amount: \$** \_\_\_\_\_

**Total Budget:** \$\_\_\_\_\_

-Budget attached                      -Budget narrative attached

**Attendees:**

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*Note: This is not an audit*

## Montana Office of Community Service Fiscal Review Checklist

This is a general review of organization and grant-related financial management systems, policies, records, and documentation to help assess their adequacy and the grantee's compliance with grant provisions and federal requirements. **This is NOT an audit.** Senior management, financial, business accounting and program officials should be available for discussions, as needed. The following documents, records and information should be readily available for on-site review and discussion:

### Materials and Management

All pre-visit questionnaires, self assessment tools, lists, supporting documentation, etc. ready for site visit?	<b>yes</b> <input type="checkbox"/>	<b>no</b> <input type="checkbox"/>	<i>If no explain</i>
Is documentation of most recent monitoring reports, findings, issues, and corrective actions on file?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain</i>
Does project/accounting staff have a copy of the current grant award, including all amendments, on file?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain</i>
Is an Audit Report, if needed, on file? (To meet OMB A-133 Requirements)	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain.</i>
Has the OCS Grants Officer reconciled and reviewed the A-133?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain.</i>
Is up to date insurance documentation on file? Does insurance coverage meet contract requirements (General liability: \$1M/occurrence, \$2M Aggregate, motor vehicle: \$1M/occurrence)	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain</i>
<b>Internal Controls</b>			
Is there an organizational chart showing placement of units and individuals responsible for financial and programmatic matters?	<b>yes</b> <input type="checkbox"/>	<b>no</b> <input type="checkbox"/>	<i>If no explain</i>
Are internal controls in place to delegate authority and identify staff responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain</i>
Does someone other than an AmeriCorps program director reconcile bank statements on monthly basis?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain</i>
Are checks signed by two people, one of whom is not involved in preparation of checks?	<input type="checkbox"/>	<input type="checkbox"/>	<i>If no explain</i>

Have receipts/vouchers/source document for each purchase or expenditure been signed/approved?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Are staff travel vouchers signed by traveler and approved by supervisor?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Is a list of authorized signers being maintained?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>
<b>Account Record Keeping</b>		
What is the accounting system (e.g. accrual, cash)? _____		
Does a cost allocation plan exist that ensures the separation of costs between grants?	<b>yes</b> <input type="checkbox"/> <b>no</b> <input type="checkbox"/>	<i>If no explain</i>
Does the Chart of Accounts easily identify the AmeriCorps Program cost? (Federal / Grantee)	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>
Can expenditures be extracted from the accounting records to correspond to the budget line items?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>
Are all payments made on a timely basis?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Does the accounting system provide adequate information to permit the sub-grantee to meet the financial reporting requirements?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Does fiscal report compare actual expenses to budget to show available balance?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Are all tax and insurance requirements being followed including: General Liability, FICA, income tax, and workers comp?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Are member living allowances being disbursed in congruence with AmeriCorps regulation?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain</i>
Do Accounting records reconcile to the Periodic Expense Report (PER) submitted and approved? (Federal / Grantee)	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>
Are match requirements being met?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>
Are administration costs, with regard to the 5% cap, correctly calculated?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>
Are in-kind and match reported in most recent PER properly documented?	<input type="checkbox"/> <input type="checkbox"/>	<i>If no explain.</i>

